

### ACCEPTABLE INCOMING ITEMS LIST

Reference Administrative Directive 610.2, 610.3, 805, 811

Revision Date 6/30/08

**Only the items and amounts listed will be permitted. ALL ITEMS MUST BE IN FACTORY SEALED CONTAINERS AND REQUIRE NO REFRIGERATION, COOKING OR MICROWAVING. All acceptable incoming items will be inspected and repackaged.**

*♦Package size may not be any more than 25 lbs. and/or 15Hx19Wx24L inches.♦*

FOOD AND DRINK	PERMITTED TYPE	NON PERMITTED TYPE	PERMITTED FROM
Beverages	<b>Decaf</b> Tea, chocolate drink mix, creamers, fruit flavored drink mixes.	<b>No coffee, No liquids.</b> <b>No Herbal/supplemental, No kool-aid,</b> <b>No drinking bottles</b>	Hospital Approved Vendor/ Business/Org. Purchase or Private Individual Package.
Cakes, Cookies, Pastries	In secondary factory sealed packaging. Dried items <b>only</b> .	<b>No</b> fruit cake, <b>No</b> fruit pies <b>No</b> tortillas, croissants, or <b>bread</b> .	Hospital Approved Vendor/ Business/Org. Purchase or Private Individual Package.
Chips	In sealed, Unopened factory containers	<b>No</b> chili, picante, spicy, flaming hot, habanero, etc.	Hospital Approved Vendor/ Business/Org. Purchase or Private Individual Package.
Candy, Crackers	In sealed, unopened factory containers.	<b>No</b> liquor-filled candy, candy on sticks, candied or dried fruit, gum. <b>No</b> foiled wrapped items.	Hospital Approved Vendor/ Business/Org. Purchase or Private Individual Package.
Cereal and Granola	Dried Cereal <b>without</b> dry fruit pieces In sealed, unopened factory containers.	<b>No</b> fruit pieces in cereal, <b>No</b> trail mix with fruit <b>No</b> fruit.	Hospital Approved Vendor/ Business/Org. Purchase or Private Individual Package.
Cheeses, Meats	Dried meats/jerky or cheeses that require <b>No</b> refrigeration.	<b>No</b> individual cheese/cracker packages, <b>No</b> Velveeta or cheese spreads, <b>No</b> wet packed items. <b>No</b> chili, picante, spicy, flaming hot, habanero, etc.	Hospital Approved Vendor/ Business/Org. Purchase or Private Individual Package.
Nuts, Seeds	In sealed, unopened factory container. All types.	<b>No</b> shells on nuts or seeds will be permitted. <b>No</b> chili, picante, spicy, flaming hot, habanero, etc.	Hospital Approved Vendor/ Business/Org. Purchase or Private Individual Package.
Soups	Dried soup; <b>Cup of Soup</b> only, without seasoning packets. <b>Top Ramen from Vendor only</b>	<b>No</b> Picanté, Chili, or Cajun Flavors, <b>No</b> soup that requires cooking or microwaving. <b>No</b> wet packed items.	Hospital Approved Vendor/ Business/Org. Purchase or Private Individual Package.

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Misc	<b>In sealed, unopened factory container. Dried items only.</b>	<b>No</b> medications <b>No</b> vitamins or Mineral enhanced <b>No</b> cough drops. <b>No</b> personal care products	
Misc. foods	All ingredients must be listed in English	<b>No</b> condiments, <b>No</b> sugar, <b>No</b> spices/ seasonings, <b>No</b> food supplements, <b>No</b> supplemental or herbal bars, <b>no</b> rice, <b>no</b> pickles, <b>No</b> picante, hot, spicy, etc.	Hospital Approved Vendor/ Business/Org. Purchase or Private Individual Package.
ELECTRONIC EQUIPMENT	PERMITTED TYPE	NON PERMITTED TYPE	PERMITTED FROM
Cassette tapes	Factory sealed only. Maximum allowed in possession is 20.	<b>No</b> home-made or blank tapes.	Hospital Approved Vendor/ Business/Org. Purchase or Private Individual Package.
Headphones	<b>Vendor purchase only.</b>	<b>No</b> steel in the headband, cannot block out sound from the environment, cord thickness will not be greater than 16 gauge, <b>maximum cord length 4 feet</b> . Cannot cup the ear. <b>No</b> Coby 130's, 160's or Coby 180's are allowed.	Hospital Approved Vendor Package only
Personal electronics Equipment/games	<b>Vendor purchase only.</b> Hand-held games and cartridges Calculators, Dictionary, Thesaurus measuring less than 6x6x3. <b>Battery operated only.</b>	<b>No</b> accessories allowed. <b>No</b> rechargeable batteries or chargers. <b>No</b> equipment or games with USB connections; <b>No</b> items that record voice or data. <b>No</b> electronic devices that have capability to load data to or from another device. <b>No Gameboy SP's</b> <b>No</b> Graphing Calculators.	Hospital Approved Vendor Purchase only
Radios/Walkmans LCD Clocks (Digital) TV's- Model #'s only ACN-5326C/ACN5507C	<b>Vendor purchase only.</b> Size limit 5x5x2 Size limit for Action TV's 2.5 or 5 inch <b>Battery operated only.</b>	<b>No</b> Radio or TV accessories. <b>No</b> antennas will be permitted. <b>No</b> CD Players or CD's.	Hospital Approved Vendor Purchase only
Tobacco Products	<b>Vendor purchase only.</b> Cigarettes, Chewing Tobacco, and Rolling Papers. Flavored <b>without</b> alcohol.	<b>No</b> pipes allowed <b>No</b> tips <b>No</b> pill type tobacco <b>No</b> dry snuff	Hospital Approved vendor Purchase only

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PERSONAL ATTIRE	PERMITTED TYPE	NON-PERMITTED TYPE	PERMITTED FROM
Hats	Straw Hats, Baseball style caps, kufi cap, yarmulke only. Only three baseball style caps allowed. One straw type hat allowed. One wave cap, to be used on unit only.	<b>No</b> other headwear allowed. <b>No</b> metal in hats.	Hospital Approved Vendor/ Business/Org. Purchase or Private Individual Package.
Jewelry	Necklaces- limited to one. Pendants-limited to one. Stud type earrings- limit 2 pair. Watches- limited to one. Wedding bands- limited to two.	<b>No</b> larger than 1mm thick & No beaded necklace <b>No</b> larger than a size of a .25 cent quarter <b>No</b> other than Post type <b>No</b> protrusions or cutting edges <b>No</b> Medic Alert Bracelets	Hospital Approved Vendor/ Business/Org. Purchase or Private Individual Package.
Medically-approved footwear	May be accepted after review by the Medical Director and Chief of DPS		Hospital Approved Vendor/ Business/Org. Purchase or Private Individual Package.
Shoes	Gym shoe type only, <b>without metal</b> . Shower shoes rubber only- can come from home.	<b>No</b> metal in shoes, <b>No</b> shoes with hidden compartments. <b>No</b> Cleats or shoes with tread greater than ¼". <b>No</b> shoelaces. <b>No</b> sandals.	Hospital Approved Vendor Purchase only
Sunglasses and Eyeglasses	Plastic sunglasses only. Prescription eyeglasses.	<b>No</b> metal in sunglasses. <b>No</b> mirrored lenses. <b>No</b> lenses that are too dark to assess the patient's eyes.	Hospital Approved Vendor/ Business/Org. Purchase or Private Individual Package.

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ITEM	PERMITTED TYPE	NON-PERMITTED TYPE	PERMITTED FROM
Batteries	AA/AAA - Limited 10 per package.		Hospital Approved Vendor/ Business/Org. Purchase or Private Individual Package.
Books/Magazines	Limited to 15 per package.	<b>No</b> material on Martial Arts. <b>No</b> "Maxim" magazines.	Hospital Approved Vendor/ Business/Org. Purchase or Private Individual Package.
Hobbies	Playing cards Foil packaging will be removed from all trading cards	<b>No</b> dominoes <b>No</b> toys of any kind <b>No</b> board games <b>No</b> art supplies <b>No</b> arts and crafts items	Hospital Approved Vendor/ Business/Org. Purchase or Private Individual Package.
Photos/Photo Albums	Photo album without metal Photos to be reviewed by Unit Supervisor	<b>No</b> photos of patients alone or other patients. <b>No</b> photos of patient's victims.	Hospital Approved Vendor/ Business/Org. Purchase or Private Individual Package.
Plastic Ware	Cups and Tumblers Bowls Flexible plastic only Maximum 2 tumblers and 2 bowls	<b>No</b> thermo cups Not to exceed 6" in diameter <b>No</b> lids	Hospital Approved Vendor/ Business/Org. Purchase or Private Individual Package.

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### APPROVED VENDOR LIST PACKAGE PROGRAM

Patients may order certain items from approved vendors, which are listed below

1) Access Catalog	10880 Lin Page, St. Louis, Missouri 63132-- PH.# 1-800-546-6283) <a href="http://www.accesscatalog.com">www.accesscatalog.com</a>
2) C.B.D. (Christian Book Distributors)	PO Box 7000 Peabody, MA 01961-7000-- PH.# 1-800-247-4784 (FOR PURCHASE OF BOOKS AND TAPES) <a href="http://www.christianbook.com">www.christianbook.com</a>
3) Eastbay/ ESPN shop / Final Score	PO Box 8066 Wausau, WI 54402-8066-- PH.# Eastbay 1-800-826-2205, ESPN shop PH.# 1-800-762-1701, Final Score PH.# 1-800-826-6603 – (FOR THE PURCHASE OF HATS AND SHOES)
4) Edward R. Hamilton Booksellers	Falls Village, CT 06031-5000, no phone number , <a href="http://www.edwardhamilton.com">www.edwardhamilton.com</a> (FOR THE PURCHASE OF BOOKS)
5) Franklin Electronics Learning Resources	One Franklin Plaza, Burlington, NJ. 08016-4907 --PH. # 1-800-525-9673, <a href="http://www.franklin.com">www.franklin.com</a>
6) Fred Stoker & Sons	P O Box 707, Dresden Tenn. 28225-0707- PH 1-800-243-9377 ( Tobacco Vendor )
7) Music By Mail	PO Box 329066 Bush Terminal, Brooklyn, NY 11232 -- PH.# 1-718-369-6985
8) Pack Central Inc	6745 Denny Ave., North Hollywood, Ca. 91606 --PH.# 1-818-760-2828
9) Packages ‘R” Us, Inc	2648 E. Workman Ave. # 424, West Covina, Ca. 91791 PH 1-866-303-7787, <a href="http://www.packagesrus.com">www.packagesrus.com</a>
10) Union Supply Direct	Dept. 100, PO Box 9018,Rancho Dominguez, Ca. 90224-9018, <a href="http://www.californiainmatepackage.com">www.californiainmatepackage.com</a>
11) Walkenhorst’s	1774 Industrial Way, Napa CA 94558 -- PH.# 1-800-660-9255 or 1-707-225-4412

**Not all items in catalogs offered by an approved vendor are permitted. All items must comply with current hospital policies. No upgraded items will be allowed as replacement by the Vendor/ Businesses/ Organizations. (08/23/00)**

The items listed as permitted from Vendor/ Businesses/ Organizations purchase only will only be accepted if shipped directly to ASH from one of the approved Vendors/ Businesses/ Organizations. Patients or their families/friends can order approved items from these Vendors/ Businesses/ Organizations.

Prior to submission, orders for Vendor/ Businesses/ Organizations purchases will be reviewed by the Unit Supervisor/ designee for appropriateness and compliance with policy. It is the responsibility of the individual to order approved items only. All items will be opened in the Package Room, in accordance with existing policies and procedures.

Inappropriate, non-approved or contraband items will be returned to the Vendor/ Business/ Organization or family at Patients expense. Patient will have 45 days to mail item/items. Patient does have the option to donate non-allowable items or to discard.